



Institutional Handbook of Operating Procedures Policy 03.02.07	
Section: Human Resources Policies	Responsible Vice President: VP Human Resources and CHRO
Subject: Employment	Responsible Entity: Human Resources

**I. Title**

*Eligibility and Tax Requirements*

**II. Policy**

All new employees are required to present documentation to ensure that employment eligibility, identity, and tax requirements are met.

**III. Procedure**

**A. Eligibility and Identity Requirements for New Employees**

1. An Employment Eligibility Verification Form (Form I-9) will be completed for all new employees. Upon employment, Part 1 of the form is to be completed by the employee. Within three (3) business days of employment, employees are required to submit document(s) identified on the Form I-9 to Human Resources as verification of identity and employment eligibility.

Note: If an employee is to be hired for less than three (3) business days, the form must be completed and eligibility and identity verified at the time employment begins.

2. If an employee is unable to present the required document(s) within three (3) business days, the employee is still required to present a receipt for the application of the document(s). The actual documents must be presented within ninety (90) days. Failure to produce the documents in the time allotted will be grounds for immediate separation. The completed Form I-9 must be retained for three (3) years after the date of hire or one year after the date employment ends, whichever is later.

3. The University of Texas Medical Branch at Galveston ("UTMB"), in compliance with applicable federal laws and regulations, strives to maintain an environment free from discrimination against individuals on the basis of race, color, national origin, sex, age, religion, disability, sexual orientation, gender identity and expression, genetic information, or veteran status.

**B. Requirements for Tax Purposes**

UTMB employees who wish to change their name in the payroll system must request a name change via Employee Self Service in PeopleSoft/HCM and then submit a copy of the new social security card to Human Resources so that the name change can be finalized.

Note: The Internal Revenue Service may impose a sixty dollar (\$60) penalty for each Form W-2 filed by UTMB that has a missing or incorrect social security number.

**IV. Dates Approved or Amended**

<i>Originated: 08/07/2001</i>	
<i>Reviewed with Changes</i>	<i>Reviewed without Substantive Changes</i>
12/21/2007	
08/25/2016	
05/19/2020	
08/27/2025	

**V. Contact Information**

Human Resources – Employee Relations  
(409) 772-8696